

COMMON COUNCIL
MEETING SCHEDULE AND LEGISLATION DEADLINES FOR THE YEAR 2016
(Subject to Revision by Common Council)

LEGIS CYCLE	INTERNAL WORK SESSIONS ⁹	DEADLINE FOR ORDINANCES; E-MAILED TO CCL BY NOON	DEADLINE FOR RESOLUTIONS; E-MAILED TO CCL BY NOON	REGULAR SESSION 1 st READING FOR ORDS.	COMMITTEE DISCUSSION	REGULAR SESSION 2 nd READINGS AND RESOLUTIONS	* <i>Note on Legislative Cycle</i>
1	Fri. Dec. 18 (2015)	Mon. Dec. 21 (2015)	Mon. Dec. 21 (2015)	¹ Jan. 13	¹ Jan. 13	Jan. 20	
2	Fri. Jan. 8	Mon. Jan. 11	Fri. Jan. 15	Jan. 20	Jan. 27	Feb. 3	
3	Fri. Jan 22	Mon. Jan. 25	Mon. Feb. 1	Feb. 3	Feb. 10	Feb. 17	
4	Fri. Feb. 5	Mon. Feb. 8	Mon. Feb. 15	Feb. 17	Feb. 24	Mar. 2	
5	Fri. Feb. 19	Mon. Feb. 22	Mon. Feb. 29	Mar. 2	Mar. 9	² Mar. 23	
6	Fri. Mar. 11	Mon. Mar. 14	Fri. Mar. 18	² Mar. 23	² Mar. 30	Apr. 6	
7	Thurs. Mar. 24	Mon. Mar. 28	Mon. Apr. 4	Apr. 6	Apr. 13	Apr. 20	
8	Fri. Apr. 8	Mon. Apr. 11	Mon. Apr. 18	Apr. 20	Apr. 27	May 4	
9	Fri. Apr. 22	Mon. Apr. 25	Fri. Apr. 29	May 4	³ May 11	May 18	
10	Fri. May 6	Mon. May 9	Mon. May 16	May 18	May 25	June 1	
11	Fri. May 20	Mon. May 23	Fri. May 27	June 1	June 8	June 15	
12	Fri. June 3	Mon. June 6	Mon. June 13	June 15	⁴ June 22	⁵ June 29	
13	Fri. June 17	Mon. June 20	Mon. June 27	⁵ June 29	⁵ July 6	⁵ July 13	

SUMMER RECESS AND
DEPARTMENTAL BUDGET HEARINGS (STARTING THE FOURTH MONDAY IN AUGUST) ³

14	Fri. Aug. 12	Mon. Aug. 15	Mon. Aug. 15	⁵ Aug. 31	⁵ Aug. 31	Sep. 7
15	Fri. Aug. 26	Mon. Aug. 29	Fri. Sept. 2	Sep. 7	Sep. 14	Sep. 21
16	N/A	Mon. Sep. 12	Mon. Sep. 12	⁶ Sep. 28	⁶ Sep. 28	⁶ Oct. 13
17	Fri. Sept. 2	Wed. Sept. 7	Mon. Sept. 19	⁷ Sep. 21	⁷ Oct. 5	⁷ Oct. 19
18	Fri. Oct. 7	Mon. Oct. 10	Mon. Oct. 17	⁷ Oct. 19	Oct. 26	Nov. 2
19	Fri. Oct. 21	Mon. Oct. 24	Mon. Oct. 31	Nov 2	Nov. 9	Nov. 16
20	Fri. Oct. 28	Wed. Nov. 2	Mon. Nov. 14	⁸ Nov. 16	⁸ Nov. 30	Dec. 7
21	Fri. Nov. 18	Wed. Nov. 23	Mon. Dec. 5	Dec. 7	Dec. 14	⁵ Dec. 21

YEAR END RECESS

First Legislative Cycle for 2017:

1	Mon. Dec. 19	Wed. Dec. 28	Wed. Dec. 28	¹ Wed. Jan. 11 (2017)	¹ Wed. Jan. 11 (2017)	Wed. Jan. 18 (2017)
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Deadlines for Legislation: The deadline for submitting legislation and all accompanying materials, including a summary memo, is set at noon on the date listed. For information on the manner for submitting these materials, please inquire with the Council Office.

Usual Day, Location, and Time of Meetings: Unless otherwise indicated, the Council meets on the first four Wednesdays of the month in the Council Chambers in Room 115 of the Showers Center, 401 North Morton, at 7:30 p.m. It also meets for a Staff-Council Internal Work Session on Fridays about 10 days before the beginning of the next legislative cycle typically to hear about items to be considered during that legislative cycle. (See the first column of the above chart and footnote #9 for the day, time, and location of those meetings.)

** **Note on the Legislative Cycle:** While it is typical for the Council to introduce and take final action on legislation during the same cycle, the Council may schedule legislation or other matters for further consideration at subsequent Committees of the Whole, Regular Sessions, or Special Sessions.*

The following footnotes list and explain the exceptions to this general rule:

1. The Council will hold an annual Organizational Meeting on this date when, along with other matters, it elects officers and gives legislation first reading. Under local code, the meeting must be held by the second Wednesday in January unless rescheduled by a majority of the Council. (BMC 2.04.010 and BMC 2.04.050[a, c & d]). This meeting will be immediately followed by a Committee of the Whole.
2. The Council will hold its second Regular Session in March on Wednesday, March 23rd, and second Committee of the Whole that month on the 30th. This schedule avoids meeting over Spring Break (when many residents are out-of-town) and takes advantage of a fifth Wednesday to shift meetings to the fourth and fifth Wednesdays of the month.
3. The Council will hold a Council Budget Advance in the McCloskey Room (Room 135) of City Hall at 5:30 p.m. on Wednesday, May 11th and Departmental Budget Hearings in the Council Chambers at 6:00 p.m. on Monday, August 22nd, Tuesday, August 23rd, Wednesday, August 24th, and Thursday, August 25th, 2016. Budget Books are scheduled to be delivered on Monday, August 15th, which is one week before the start of the Departmental Budget Hearings.
4. The Council will hold a Special Session at 7:30 p.m. on Wednesday, June 22nd before the Committee of the Whole to consider the Annual Tax Abatement Report.

5. BMC 2.04.050[e] &[g] call for the Council to take a brief recess after the first Regular Session in August and the second Regular Session in December, and not introduce legislation for first reading at these meetings. By approving this Annual Schedule, the Council will be taking the Summer Recess after the first Legislative Cycle in July and returning for meetings in August. Please note that the first Legislative Cycle in July begins on the fifth Wednesday in June and is followed by a Committee of the Whole on the first Wednesday and Regular Session on the second Wednesday in July. Please note that the meetings in August include an Internal Work Session in mid-August, four evenings of Departmental Budget Hearings during the fourth week of the month, and an evening with a Regular Session and Committee of the Whole on the last (fifth) Wednesday of that month. (See Footnote #3 for more information on the Departmental Budget Hearings.)

6. After holding Departmental Budget Hearings in the latter part of August (See Footnote #3), the Council will formally consider the City Budget for 2017 during a separate legislative cycle (known as the “Budget Cycle”) starting in late September and ending in early October. In keeping with the Wednesday meeting schedule, this Budget Cycle typically starts with a Special Session and Committee of the Whole on the fourth Wednesday in September and ends with a Special Session on the second Wednesday in October. The occurrence of Yom Kippur – the Jewish Day of Atonement – on the second Wednesday in October has led to changes in the typical schedule. The Budget Cycle in 2016 will entail a Regular Session and Committee of the Whole on Wednesday, September 28th and a Special Session on Thursday, October 13th. Please note that the statutorily required initial public hearings associated with the City Budget package will be held during the aforementioned Committee of the Whole and the adoption hearings will be held at the Special Budget Session on October 13th.

7. The second Legislative Cycle in September overlaps with the Budget Cycle and is intended to allow for consideration of routine, non-budget legislation during that time. That will result in the Second Legislative Cycle spanning from the third Wednesday in September to the third Wednesday in October. Those meetings include a Regular Session on September 21st, a Committee of the Whole on October 5th (a first Wednesday), and a Regular Session on October 19th. In essence, this arrangement will replace one legislative cycle in early October with the Budget Cycle.

8. The Council will not meet for a Committee of the Whole on the Wednesday before Thanksgiving per BMC 2.04.050 (f). Because there are five Wednesdays in November, that meeting will be held on the last Wednesday in November.

9. Staff-Council Internal Work Sessions provide an opportunity for the Council members to learn about City initiatives, most of which are close to formal consideration by the Council. These meetings will be held in the Council Office Library (Room 110 of City Hall) at noon. If the room is too small for the meeting, the Council may move it to another room in City Hall and post notice on the door of the Council Office the day of the change in location. Except for the meetings on Thursday, March 24th, 2016, and Monday, December 19th, 2016, these meetings will be held on a Friday.